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# Projects to Retire EMPL

DPA is nearing the completion of two projects that will allow us to retire EMPL. The first is to deploy CPPS as our system for recording transactions affecting employees and positions. The second project is a Human Resource Data Warehouse (HRDW) to archive and report both current and historical data on employees, positions, job classes and the workforce.

This newsletter is intended to provide regular updates about these projects to the HR and Payroll community and others who have an interest in this work.

# Implementation Date

The implementation schedule to convert all users from EMPL to CPPS has been set for early December. At that time the production systems will be converted and all agencies will then use CPPS for employee and position actions and use the HRDW for reporting.

Parallel users are asked to continue replicating all their production activity in the pilot system through November. The data in the parallel environment, also known as T1, was refreshed at the beginning of October and will be refreshed again at the beginning of November. Payrolls will also be run in the parallel environment for comparison.

# CPPS Training

CPPS training began in September and will be ongoing through implementation. Additional training classes are being added to the schedule for November and should be available for registration this week. The structured training is designed to teach the Human Resources staff who enter employee and position actions into EMPL how to do those actions in CPPS. The training schedule and registration for CPPS training is posted on the web at http://www.colorado.gov/dpa/dhr/empl/EMPLretire.htm.

Training is critical to processing HR transactions correctly in CPPS.  Security access will not be granted until training has been completed so please plan to meet the training requirement before the system conversion.

If you haven't already done so, please visit the site and register for a class. Some of the structured training classes in the schedule now include a lab session the following day.  Classes fill quickly, so please don't wait until the last minute.

# CPPS Hands On Practice Labs

In addition to the structured training classes there are now staffed practice sessions in the schedule. These 'lab' sessions are for staff who do EMPL or CPPS data entry to practice with CPPS on the web. A trainer will be present to answer questions and facilitate discussions. The practice sessions are 3 hours. HR staff should take the regular training class before signing up for a lab session. Some of the structured training classes in the schedule include a lab

session the following day.

You must register in order to guarantee a space in the lab session you want to attend. The schedule and registration for the lab sessions are on the same web page as the training, http://www.colorado.gov/dpa/dhr/empl/EMPLretire.htm.

# CPPS Features and Changes

As changes are made and tested in the CPPS system they will be scheduled for release into production. The list below has the latest changes. A master list of all the changes announced to date can be found at http://www.colorado.gov/dpa/dhr/empl/EMPLretire.htm

Job Class Data
- Change Reason was added.
- Premium Pay Eligibility was added.
- OT Eligibility was added.
- The Control Tables change register was enabled.
- Status Date was converted to Effective Date.
- The Class Status values were set to A for Active and T for Abolished.

Position Control System
- Created the change file and register.
- Added an edit to require 8 characters, in the format AAANNNNN, for entering the position number on the menu.
- Changed a consistency edit to allow the Evaluation Result and Last Evaluation Date to be updated with either the Position Evaluation or Reclassify Position actions.
- Changed the label for Start Date to Active Start Date.
- Made Term a required field.

Distributed with this newsletter is a recap of changed data fields in the CPPS Employee Database. Fields that have been dropped, moved, or had the valid values or meanings change are of particular importance to agencies that get direct extracts from the CPPS Employee Database.

There are no data changes in the PAR or Expense and Liability files. If you need new record layouts for the Employee Database, please contact Ron Riedl at Ron.Riedl@state.co.us.

Also distributed with this newsletter is a document showing the mapping of EMPL data to CPPS for the conversion.

A glossary of the CPPS Employee Database fields can be found at http://www.colorado.gov/dpa/dhr/empl/EMPLretire.htm.

# Human Resources Data Warehouse

The Human Resources Data Warehouse (HRDW) project continues to progress.

We have completed a load of the full database using a small subset of the historical data.  This should help speed up the report and extract development process and we will keep you posted on the progress.  When each extract is completed, testing of the customer file extracts will be required.  We will contact each customer to coordinate the testing effort.

We recently attempted a load of the full database using the complete set of EMPL historical data. This is proving to be a challenge due to the volume of data and the time required for processing. This has required us to rework most processes to reduce processing times.  We have had some success with this

but, at this time, we estimate that once the EMPL system is disabled, it may take as long as 7 - 10 days to complete a full database load.  Reporting from the new HRDW cannot begin until the load is completed and verified. During this load time, reports will still be available from EMPL but would not include the new transactions being entered directly into CPPS.

We are currently developing the security model for the reporting system and are compiling the list of names of customers requiring access from the new security form. Please see the section on system security below.

Watch for a presentation of the HRDW to be announced for November.

Please contact paula.amelon@state.co.us if you have any questions or concerns.

# System Security

Any user requiring new access to CPPS or a change of access to CPPS will need to submit a new security request form. Anyone requesting new personnel update access to CPPS will also need to have completed the training.

The security form includes check boxes for access to the HRDW. Some users will only need HRDW access. Anyone who updates personnel or position data in CPPS should also request HRDW reports access to see the history of employees and positions.

A copy of the new security form can be found at: http://www.colorado.gov/dpa/dhr/empl/EMPLretire.htm